

## **SAMPLES OF MODEL LETTERS OF APPOINTMENT**

| <b>LETTER</b> | <b>TERM</b> | <b>FUNDING</b>             | <b>NATURE</b> |
|---------------|-------------|----------------------------|---------------|
| <b>1</b>      | Fixed Term  | ORS – external fund holder | Offer         |
| <b>2</b>      | Fixed Term  | ORS – internal fund holder | Offer         |
| <b>3</b>      | Fixed Term  | BOT – not ORS              | Offer         |
| <b>4</b>      | Permanent   | BOT or ORS                 | Offer         |
| <b>5</b>      | Permanent   | BOT or ORS                 | Confirmation  |

**NB: This letter is for use only if the school is not a fund holder school of ORS funding ie they are externally funded.**

### **FIXED TERM APPOINTMENT: TEACHER AIDE / SPECIAL NEEDS**

The (School name) Board of Trustees is pleased to offer you the fixed term position of (Job title) commencing on (Date of appointment).

This is a fixed term position which will end when (Name of ORS child) leaves the school which we believe may be within (a year or 18 months - NB this must be for a short term only otherwise the appointment should be permanent) after which the ORS funding will stop as it follows the child.

The purpose of this position is to provide specific teacher aide assistance to (Name of ORS child) under the guidance of (Name of teacher).

This position is an **Associate, Grade B** position and your beginning pay rate will be Step (...), \$(Amount) per hour.

The hours of work are (Number) per week when the school is normally open in the school year. Your hours of work will be (Time of work) but may vary by agreement with (Name of teacher). **Or** Your hours of work will be at times negotiated with your supervising teacher.

You will not be paid when the school is closed but will be paid for public holidays provided:

- a. they fall on a day during term time which you normally work
- b. you are in continuous employment which extends beyond that term break

If the funding level for (Name of the ORS child) is changed during the term of this agreement then your hours may be varied:

- a) Only at three monthly intervals, and
- b) Only if the school has previously been notified of the change in funding.

If (Name of ORS child) leaves the school suddenly you are entitled to a minimum of 2 weeks notice.

Your employment is covered by the Support Staff in Schools Collective Agreement that has been negotiated by NZEI Te Riu Roa. You will be entitled to the same terms and conditions as this agreement for the first 30 days of your appointment. After this, you will need to join NZEI Te Riu Roa to be covered by the collective agreement. Alternatively, you can negotiate an individual employment agreement.

Welcome to the school. If you have any queries about the position or about your conditions, please feel free to discuss them with me. NZEI is also available to answer queries.

**NB: This letter is for use at fund holder schools ie where the ORS funding is not external.**

### **FIXED TERM APPOINTMENT: TEACHER AIDE / SPECIAL NEEDS**

The (School name) Board of Trustees is pleased to offer you the fixed term position of (Job title) commencing on (Date of appointment).

This is a fixed term position which will end when (Name of ORS child) leaves the school which we believe may be within (a year or 18 months - NB this must be for a short term only otherwise the appointment should be permanent) after which the ORS funding will stop as it follows the child.

The purpose of this position is to provide specific teacher aide assistance to (Name of ORS child) under the guidance of (Name of teacher).

This position is an **Associate, Grade B** position and your beginning pay rate will be Step (...) , \$(Amount) per hour.

The hours of work are (Number) per week when the school is normally open in the school year although if this work continues beyond a year your hours per week may be varied annually with one month's written notice.

Your hours of work will be (Time of work) but may vary by agreement with (Name of teacher). **Or** Your hours of work will be at times negotiated with your supervising teacher.

You will not be paid when the school is closed but will be paid for public holidays provided:

- a. they fall on a day during term time which you normally work
- b. you are in continuous employment which extends beyond that term break

Your employment is covered by the Support Staff in Schools Collective Agreement that has been negotiated by NZEI Te Riu Roa. You will be entitled to the same terms and conditions as this agreement for the first 30 days of your appointment. After this, you will need to join NZEI Te Riu Roa to be covered by the collective agreement. Alternatively, you can negotiate an individual employment agreement.

Welcome to the school. If you have any queries about the position or about your conditions, please feel free to discuss them with me. NZEI is also available to answer queries.

**NB: This letter could be used for fixed term positions other than ORS funded positions**

**FIXED TERM APPOINTMENT: TEACHER AIDE / SPECIAL NEEDS**

The *(School name)* Board of Trustees is pleased to offer you the fixed term position of *(Job title)* commencing on *(Date of appointment)*.

This is a fixed term position which will end when on *(date )* or when *( name of project is finished )* . This is because: *.(choose one)*  
*(the funding from .. ACC, CCS, RTLB Cluster etc...we have received for this work will be used up) or*  
*(the ..... will be completed and there will be no more work of this nature) or*  
*(...name.....will be returning from ...type....leave)*

The purpose of this position is to:

*(provide assistance to ... name .... under the guidance of ... name ...) or*  
*( re-organise, install etc etc ... ..name of project.....) or*  
*(relieve in ... position ... .while ... name... is on ...name.... leave)*

This position is an **Associate/administrative, Grade A, B or C** position and your beginning pay rate will be Step (...), \$(Amount) per hour.

The hours of work are *(Number)* per week when the school is normally open in the school year *(although if this work continues beyond a year your hours per week may be varied annually with one month's written notice.)*

Your hours of work will be *(Time of work)* but may vary by agreement with *(Name)*.  
**Or** Your hours of work will be at times negotiated with your supervising teacher.

You will not be paid when the school is closed but will be paid for public holiday provided:

- a. they fall on a day during term time which you normally work
- b. you are in continuous employment which extends beyond that term break

Your employment is covered by the Support Staff in Schools Collective Agreement that has been negotiated by NZEI Te Riu Roa. You will be entitled to the same terms and conditions as this agreement for the first 30 days of your appointment. After this, you will need to join NZEI Te Riu Roa to be covered by the collective agreement. Alternatively, you can negotiate an individual employment agreement.

Welcome to the school. If you have any queries about the position or about your conditions, please feel free to discuss them with me. NZEI is also available to answer queries.

## PERMANENT POSITION      OFFER

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**NB: This letter is an example for a permanent position – may or may not be ORS funded.**

### PERMANENT TEACHER AIDE/SPECIAL NEEDS APPOINTMENT

The (School name) Board of Trustees is pleased to offer you the permanent position of teacher aide/special needs. This position commences on (Start date of appointment).

The purpose of this position is to work with special needs children, individually and in groups, providing teacher aide assistance according to the programmes in the school and children's individual needs.

**Or**

The main purpose of this position is to assist with the education and care of (Name of child)

This is an Associate Grade B position and your beginning rate of pay is \$..... per hour.

The hours of work are (Number) per week for the 40 weeks that the school is normally open in any school year. The hours worked will be at the times negotiated with your supervising teacher **or** will be .....

You will not be paid when the school is closed but will be paid for public holidays provided:

- a. they fall on a day during term time which you normally work
- b. you are in continuous employment which extends beyond that term break

Your hours may be varied annually with a month's written notice.

Your employment is covered by the Support Staff in Schools Collective Agreement that has been negotiated by NZEI Te Riu Roa. You will be entitled to the same terms and conditions as this agreement for the first 30 days of your employment. After this, you will need to join NZEI Te Riu Roa to be covered by the collective agreement. Alternatively, you can negotiate an individual employment agreement.

Welcome to the school. If you have any queries about the position or about your conditions, please feel free to discuss them with me. NZEI is also available to answer queries. I enclose a card with information about NZEI.

**NB: This letter is an example for use in confirming a permanent appointment**

**PERMANENT TEACHER AIDE/SPECIAL NEEDS APPOINTMENT**

The (School name) Board of Trustees is pleased to confirm your position of teacher aide/special needs as permanent.

The purpose of this position is to work with special needs children, individually or in groups, providing teacher aide assistance according to the programmes in the school and children's individual needs.

Your position is graded as Associate Grade B, and you are presently on step ..., with the pay rate of \$..... per hour.

This year, as already notified, your hours of work are (Number) per week for the 40 weeks that the school is open. The hours worked will be at the times negotiated with your supervising teacher or will be .....

You will not be paid when the school is closed but will be paid for public holidays provided:

- a. they fall on a day during term time which you normally work
- b. you are in continuous employment which extends beyond that term break

Your hours may be varied annually with a month's written notice.

As you are a member of NZEI Te Riu Roa you are covered by the Support Staff in Schools Collective Agreement.

We wish you well in your continued employment at (name of school).